100 **INTRODUCTION**

100.1 **PURPOSE:**

To establish certain guidelines to protect our clients by investigating the background of Meals on Wheels (MOW) Volunteers who will be in contact with them through programs approved by the Agency.

100.2 **SCOPE:**

To the ensure safety of everyone who is involved with the Agency –our clients, employees and other volunteers.
**\*The Agency will cover the cost for the background screenings for MOW Volunteers.**

100.3 **AUTHORIZATION**:
The Agency Director authorizes this policy.

100.4 **APPLICABILITY:**All Meals on Wheels Volunteers

100.5 **RESPONSIBILITY:**

Business Services Analyst and Site Managers100.6 **EXCEPTIONS:**

None

100.7 **DEFINITIONS**:

 1. Prince William Area Agency on Aging – will be referred as the Agency;

 2. Background Checks – can be transposed as Background screenings.

100.8 **KEY RISK FACTORS**:
None

200. **POLICY**
**Related Policies/References for More Information:**

 Policy Authority/Legislation:

 **References**:
 Volunteer Manual

 **Help Page**:

None

 300.
 **PROCEDURES**

1. The Agency will provide the Background Screening Policy and Volunteer Consent/Release forms to each Volunteer.

2. The Agency will be screening for Sex, Violence and all other Felony offenses within the past ten (10) years; all Misdemeanor Violence offenses within the past seven (7) years; Two or more misdemeanor alcohol offenses within the past five (5) years; All Misdemeanor Drug offenses within the past five (5) years or multiple offenses in the past ten (10) years; Any other misdemeanor within the past five (5) years that would be considered a potential danger to vulnerable populations or is directly related to the functions of that volunteer.

3. The Agency will not be checking information concerning employment and earnings history, education, credit history, military service, professional credentials, and licenses.

4. Volunteer should retain a copy of the policy for his or her records, completes, consent release forms and return them to the Volunteer Coordinator.

 a. Currently only applies to volunteers interested in the Meals on Wheels Program.

5. On the Background Information Form, the Volunteer will provide their name and a working email address.

6. The Volunteer Coordinator/ Business Services Analyst will key-in the volunteer’s name and email address on the 3rd party contractor site.

7 A link will be sent directly to the volunteer from the third-party contractor for background check completion.

8 Using the link, the Volunteer will be responsible for answering all the questions.

9. Third party contractor cross-references background check with disqualifying offenses listed in this policy and sends a pass/fail email to Agency based on this cross-reference.

10. Agency notifies Volunteer of the results.

**Approved By:**

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**Sarah Henry**  **Date**

**Director**

**Area Agency on Aging**